

Nurse Monitoring User Manual

Functional Process and Activities

January 2014

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1 Getting Started

This manual will demonstrate step-by-step process for the Nurse Monitoring visit. A Nurse Monitoring visit is comprised of the Nurse Monitoring Questionnaire, Provider Instructions, and Provider Instruction forms, of which will be covered in detail throughout this manual.

2 Nurse Monitoring Overview

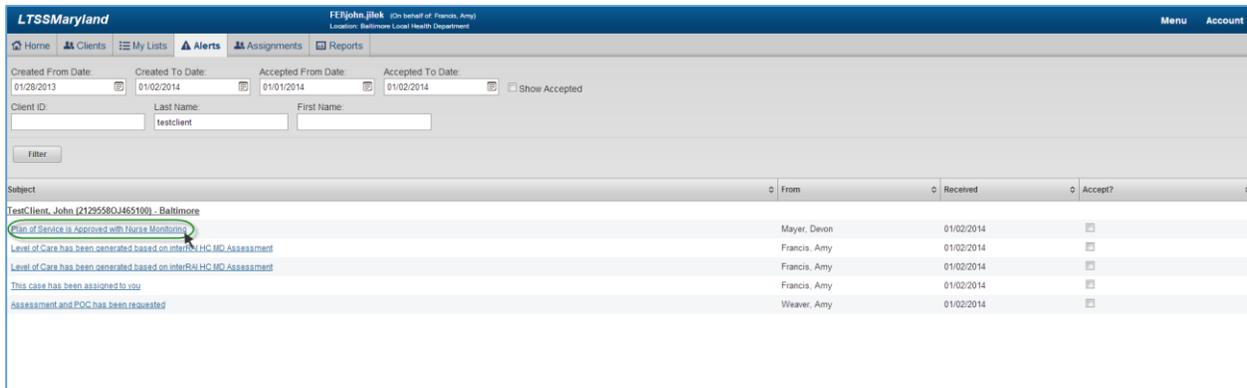
2.1 Nurse Monitoring Setup

Nurse Monitoring is a service on the plan of service for a client. The system will generate a nurse monitoring visit and determine a due date if (1) a client is enrolled and the approved plan of service contains Nurse Monitoring as a service or (2) if an enrolled client receives a new/revised plan of service with Nurse Monitoring as a service.

2.2 View Alert to LHD Admin

After a Plan of Service is “Approved” with Nurse Monitoring as service, an alert will be sent to the LHD Administrator.

1. Log in as permitted user
2. Click the *Alerts* tab
3. Filter list by search criteria (if necessary)



4. Click alert subject link **Plan of Service is Approved with Nurse Monitoring** (optional)
 - a. Link will navigate user to LHD – Nurse Monitoring Assignment page

2.3 Assign an LHD Nurse Monitor

To assign an LHD Nurse Monitor, an “Approved” Plan of Service must have Nurse Monitoring as a service.

1. Log in as permitted user
2. Click the *Assignments* tab
3. Click **LHD Nurse Monitoring Assignments** menu option

4. Select “Unassigned” filter option, click **Filter**
5. Select client from list, click **Assign**
 - a. Nurse Monitor Assignment window is opened and displays available Nurse Monitors in accordance to jurisdiction
6. Select LHD Nurse Monitor from list
7. Click **Assign**

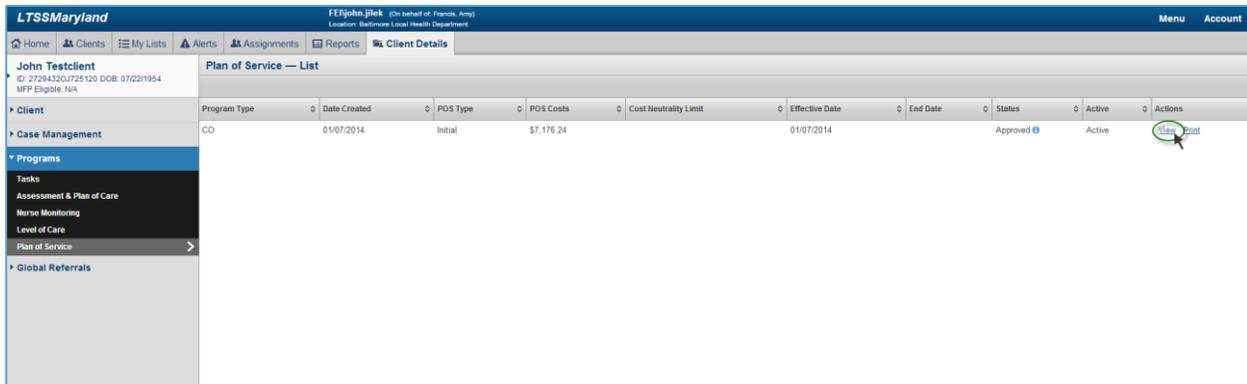
2.4 View Alert for assigned LHD Nurse Monitor

1. Log in as permitted user
2. Click the *Alerts* tab
3. Filter list by search criteria (if necessary)
4. Click alert subject link **This case has been assigned to you** (optional)
 - a. Link will navigate user to clients Nurse Monitoring – List page

2.5 View Plan of Service

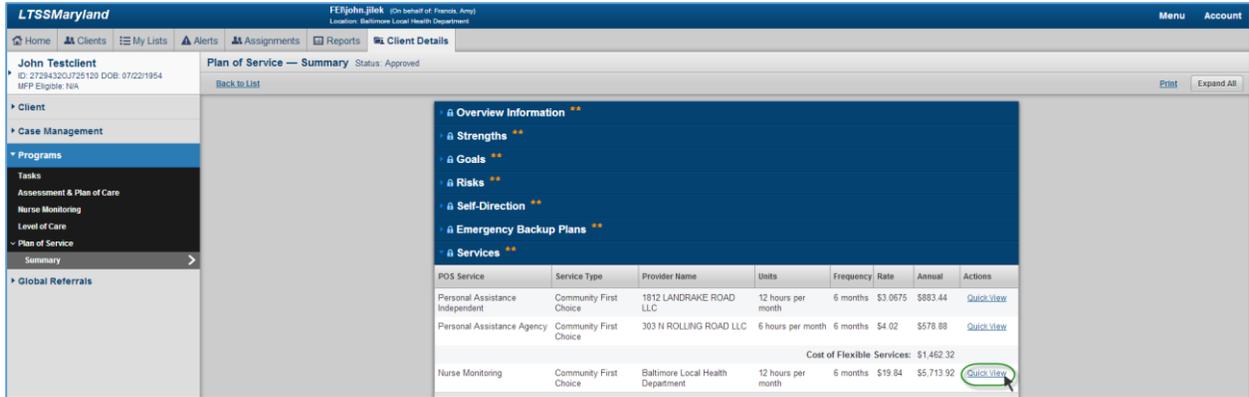
Once assigned, a Nurse Monitor can view the previously approved plan of service.

1. Log in as the permitted user
2. Search for client under *Clients* tab
3. Expand **Programs** left navigation menu
4. Click **Plan of Service** menu option

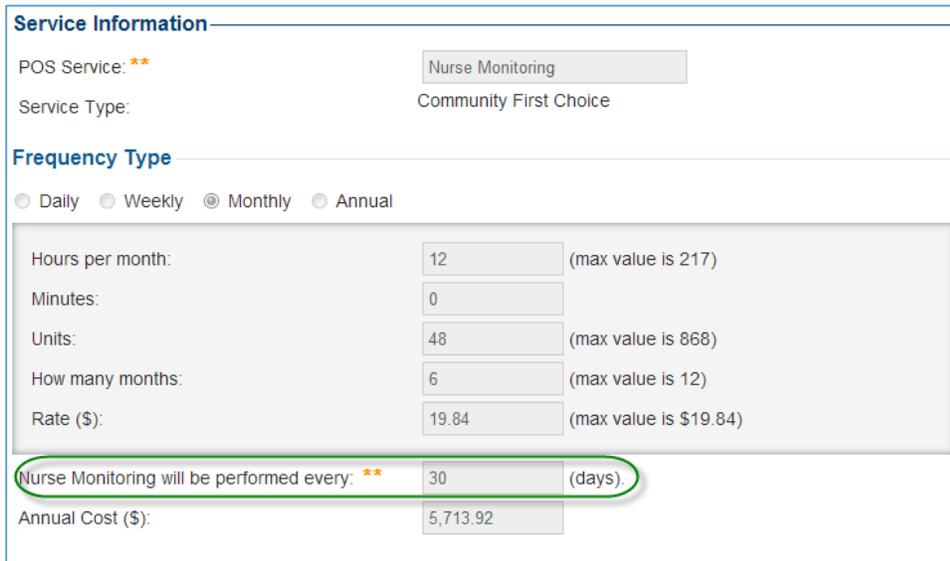


5. Select “Approved” plan or service, click **View**

 **NOTE:** To view frequency, the user must open the Quick View



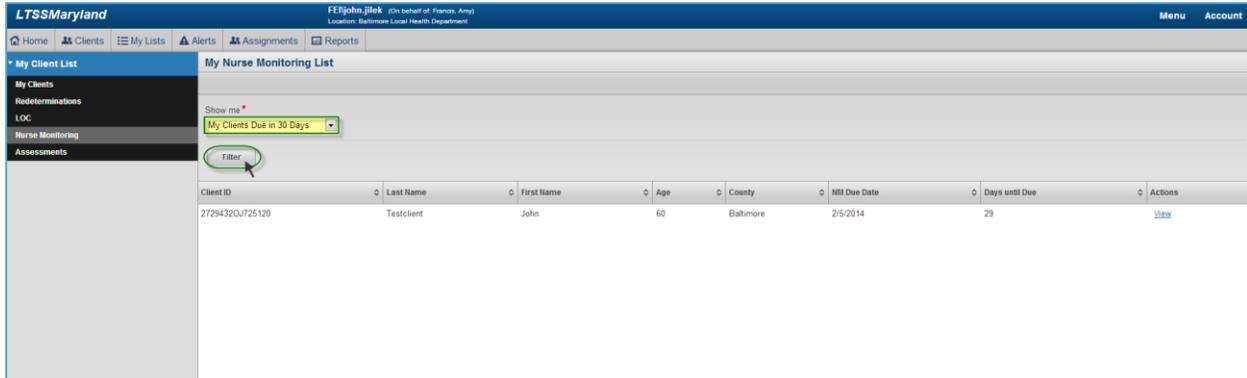
6. Expand the Services section, click **Quick View** for Nurse Monitoring service



2.6 View Nurse Monitoring My List

When a due date is calculated, whether for the initial visit or any subsequent visit, the client will display on a My List in respect to the days until due.

1. Log in as the permitted user
2. Search for client under *My Lists* tab
3. Under My Client List, select **Nurse Monitoring**
4. Under the Show me dropdown menu, select a list option



5. Click **Filter**
6. Click **View** (optional)
 - a. User will be navigated to Nurse Monitoring – List page for client

NOTE: The Show me list options will display based on user role:

- Nurse Monitors can view the following, based on assignment:
 - My Clients Due in 7 Days
 - My Clients Due in 30 Days
 - My Clients Due in 60 Days
 - My Clients Due in 90 Days
 - My Clients Overdue
- Administrators can view the following, based on jurisdiction:
 - All Clients Due in 7 Days
 - All Clients Due in 30 Days
 - All Clients Due in 60 Days
 - All Clients Due in 90 Days
 - All Clients Overdue

3 Nurse Monitoring Visit

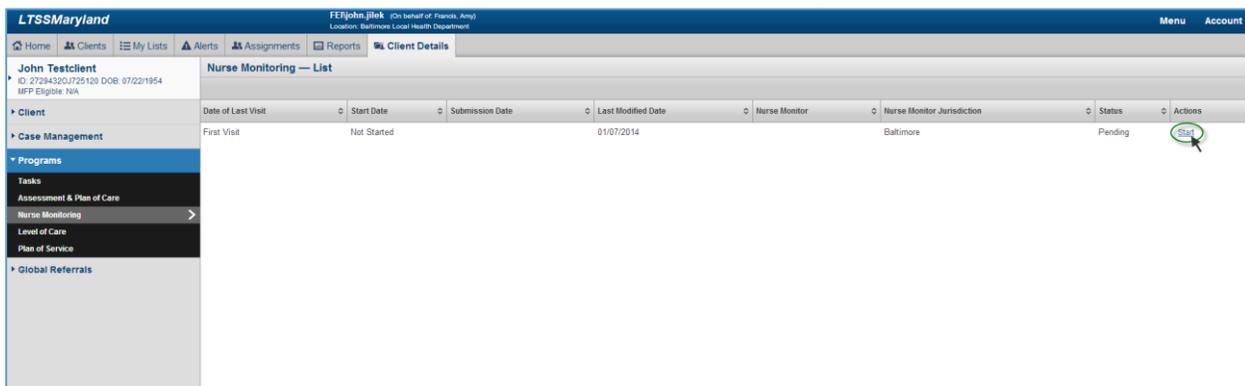
A Nurse Monitoring visit is comprised of the Nurse Monitoring Questionnaire, Provider Instruction, and Provider Evaluation forms. A Nurse Monitoring Visit is generated by the system in a “Pending” state.

NOTE: There is no manual “Add” for Nurse Monitoring. Each visit will be generated by the system based on *Enrollment Date + Frequency* for initial visits or *Reference Date (Section A #9) + Frequency* for any subsequent visits. If plan of service is revised, the next due date will be determined based on *POS Effective Date + Frequency*. Frequency is defined under the “Nurse Monitoring” Service in Approved POS.

3.1 Start Nurse Monitoring Visit

A Nurse Monitoring Visit is generated by the system in a “Pending” state.

1. Log in as the permitted user
2. Search for client under *Clients* tab
3. Expand **Programs** left navigation menu
4. Click **Nurse Monitoring** menu option
 - a. System generated visit is displayed with “Pending” status



5. Click **Start**

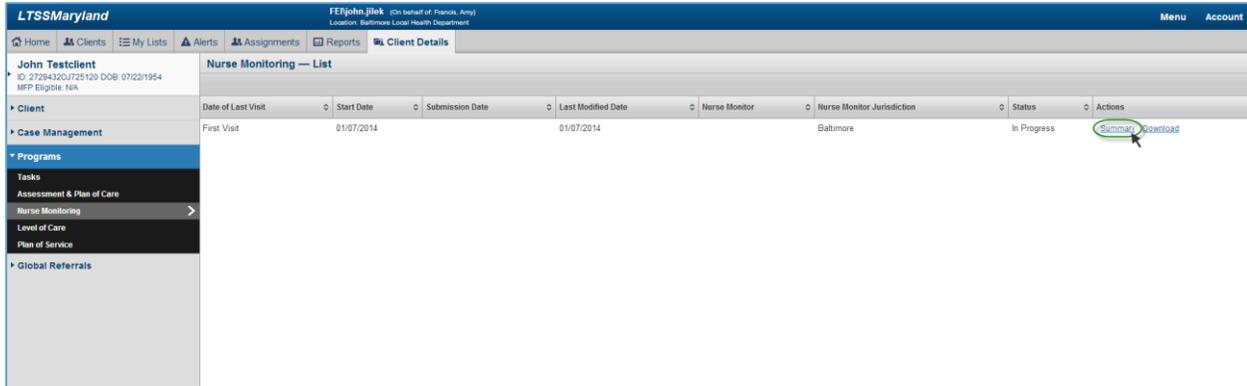
NOTE: After initiating the visit, the status will update to “In Progress”.

3.2 Start Nurse Monitoring section

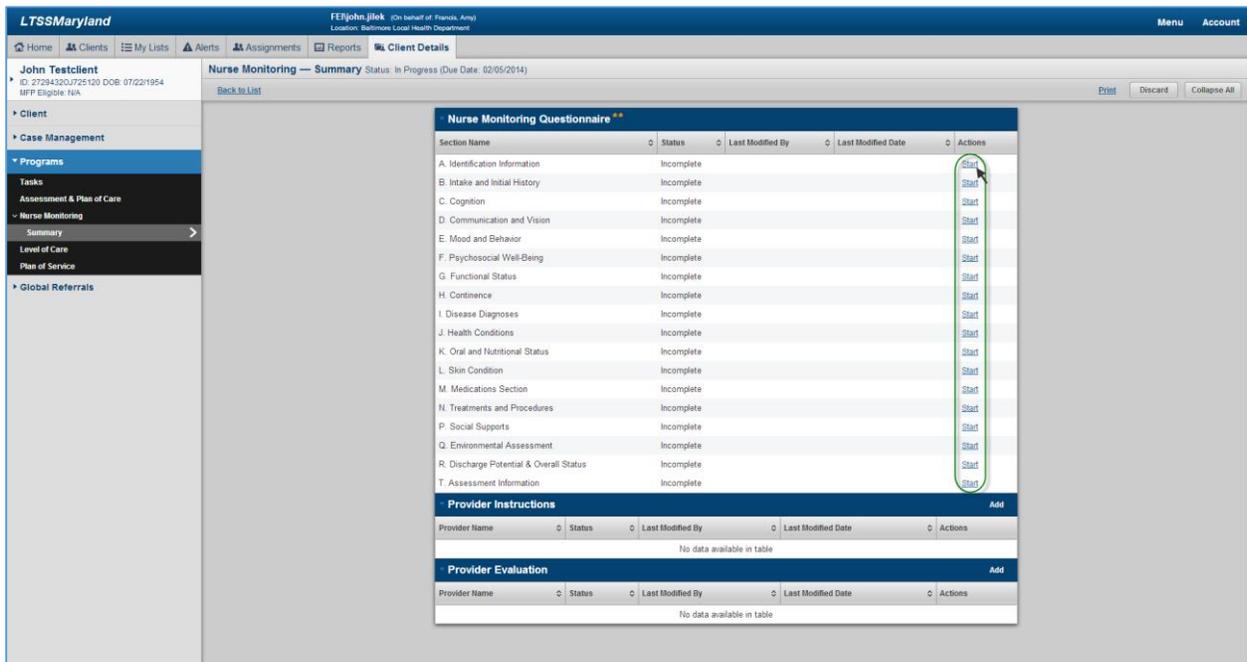
From the Nurse Monitoring Summary, the user is permitted to *Start* a specific section of the Nurse Monitoring Questionnaire. If a section has a status of “Incomplete”, the user will be required to *Start* the section.

NOTE: Many field will be prepopulated from the interRAI HC MD Assessment.

1. Log in as the permitted user
2. Search for client under *Clients* tab
3. Click **Client Summary** for client
4. Expand **Programs** left navigation menu
5. Click **Nurse Monitoring** menu option



6. Select an existing Nurse Monitoring visit, click **Summary**



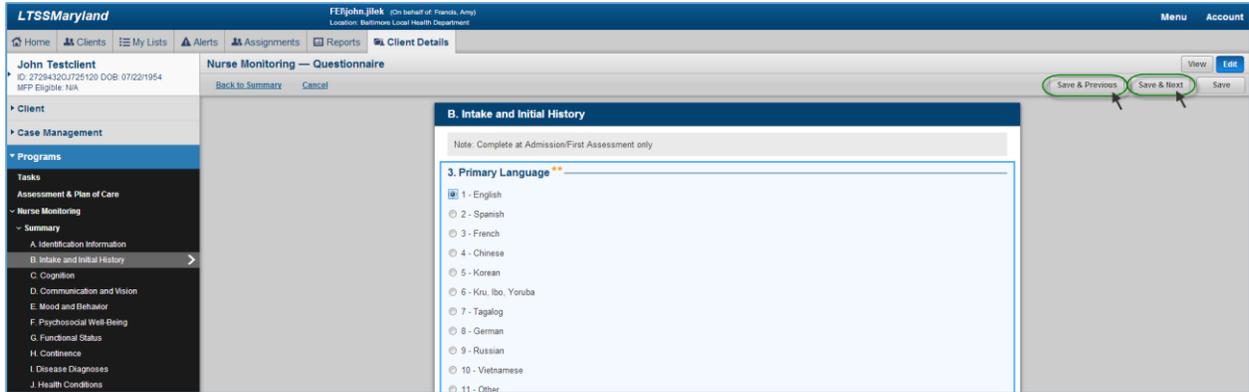
7. Under Nurse Monitoring Questionnaire section, select a section, click **Start**

3.3 Previous/ Next Nurse Monitoring Questionnaire section navigation

Once in edit mode for a section of the Nurse Monitoring Questionnaire, the user is permitted to navigate to the *Previous Section* or *Next Section*. If the user has completed any questions/selections on the section, the section will be saved automatically when navigating to the previous or next section.

HELPFUL TIP: Use the [Tab] key to navigate between questions and numeric keys for selection.

1. Log in as the permitted user
2. Search for client under *Clients* tab
3. Click **Client Summary** for client
4. Expand **Programs** left navigation menu
5. Click **Nurse Monitoring** menu option
6. Select an existing Nurse Monitoring visit, click **Summary**
7. Select interRAI HC MD section, click **Start**



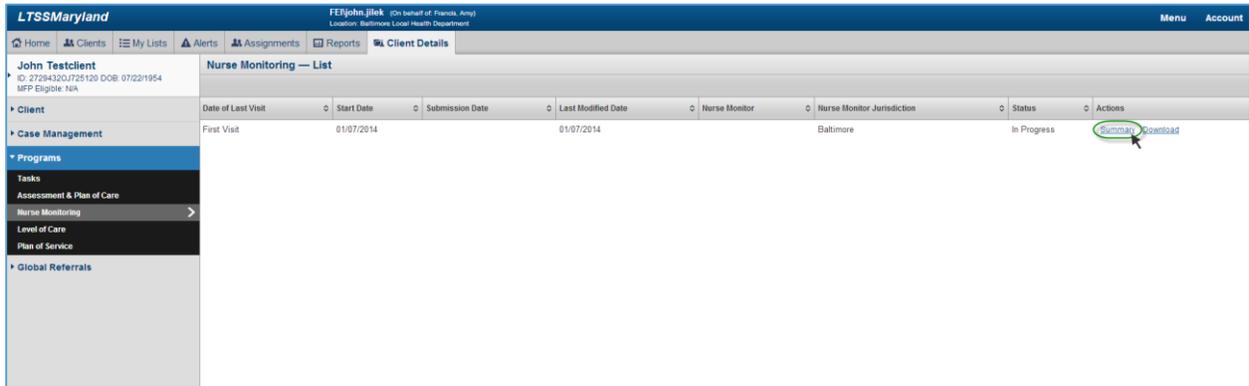
8. Complete the section, click **Save & Previous** or **Save & Next**

3.4 Check Errors Nurse Monitoring Questionnaire validation

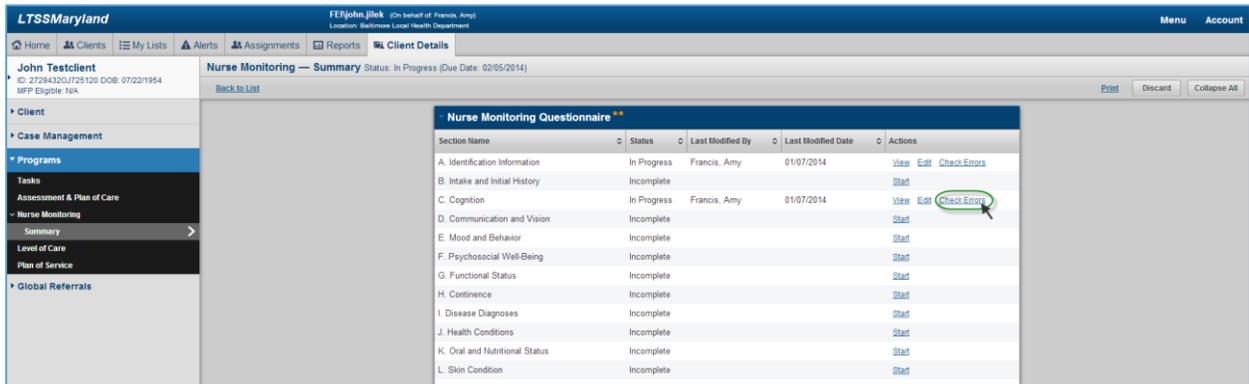
For sections that have been saved without all required fields complete, the user will be provided an option to *Check Errors* on the Nurse Monitoring Questionnaire Summary page. When the section is validated for errors, each missing required field will be highlighted in red.

HELPFUL TIP: Use the [Tab] key to navigate between questions and numeric keys for selection.

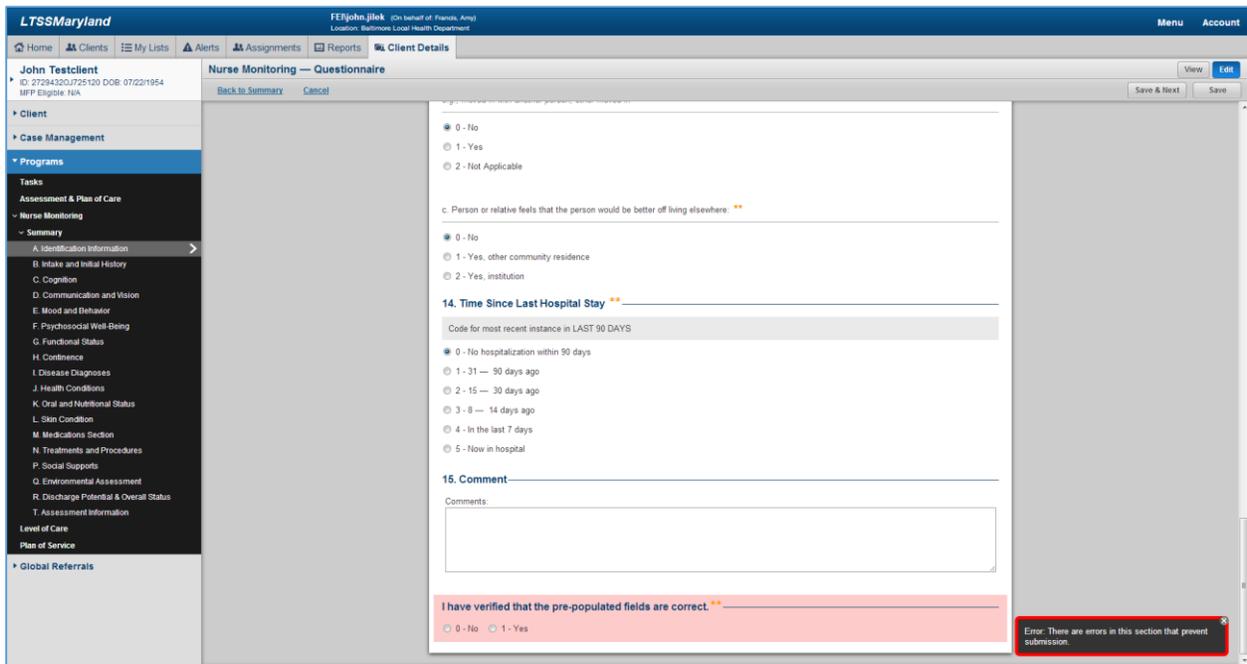
1. Log in as the permitted user
2. Search for client under *Clients* tab
3. Expand **Programs** left navigation menu
4. Click **Nurse Monitoring** menu option



5. Select an existing Nurse Monitoring visit, click **Summary**



6. Select Nurse Monitoring Questionnaire section with status “In Progress”, click **Check Errors**



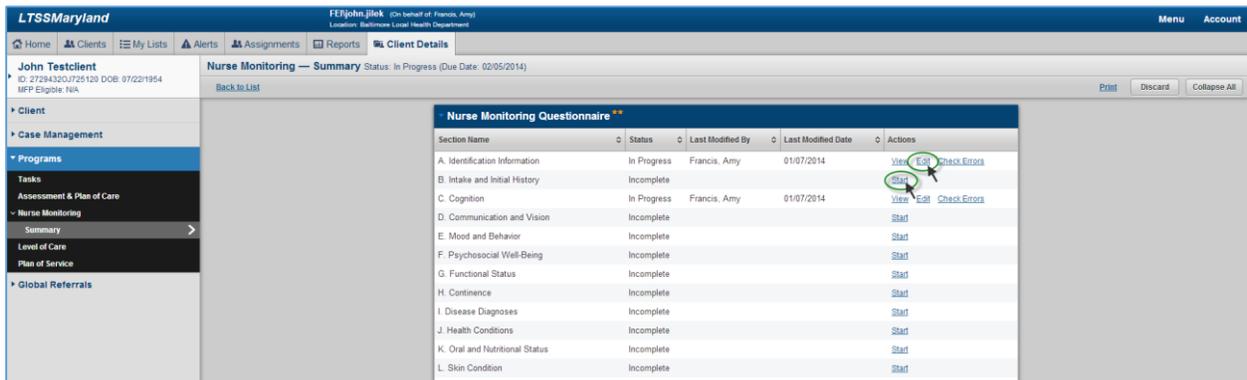
NOTE: Once the highlighted field has been populated, the highlight will be removed. Once all required fields have been populated, the error message will be removed.

3.5 Save Nurse Monitoring Questionnaire

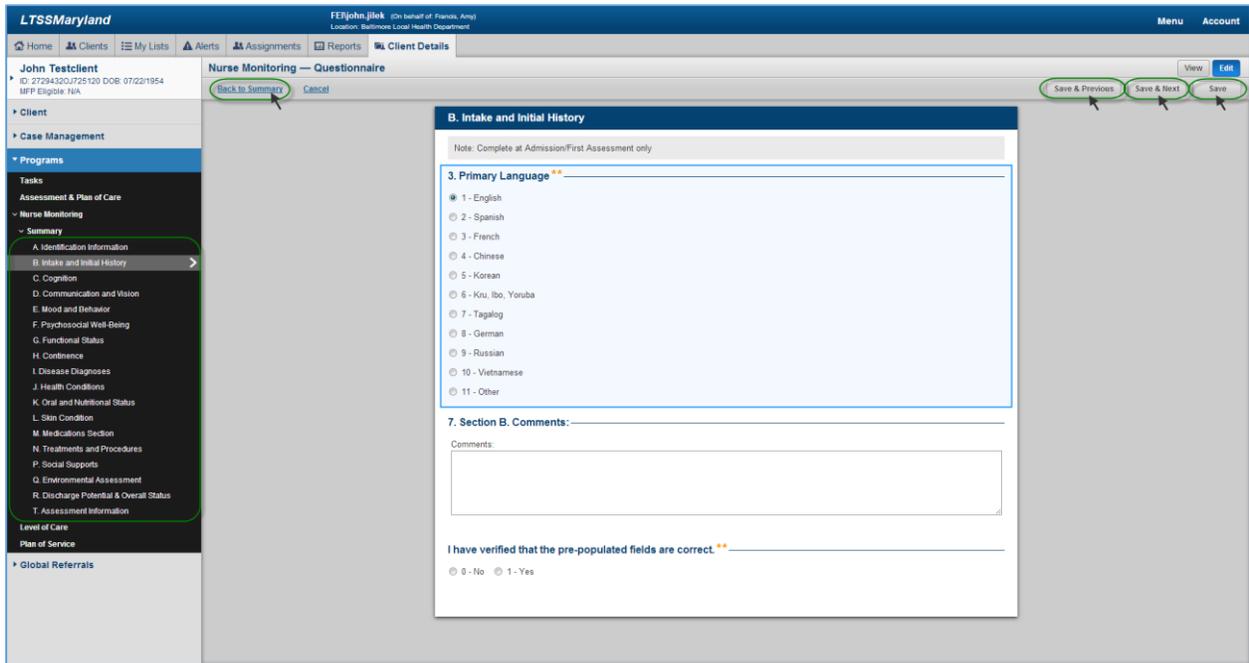
There are multiple ways to save the progress of a section.

NOTE: Any action will invoke a save prior to navigating away from section, with the exception of *Cancel*.

1. Log in as the permitted user
2. Search for client under *Clients* tab
3. Click **Client Summary** for client
4. Expand **Programs** left navigation menu
5. Click **Nurse Monitoring** menu option
6. Select an existing Nurse Monitoring visit, click **Summary**



7. Navigate into edit mode for a section (**Start** or **Edit**)
8. The following Save action buttons will be used most commonly:
 - Section navigation (A-T)
 - Back to Summary
 - Save & Previous
 - Save & Next
 - Save



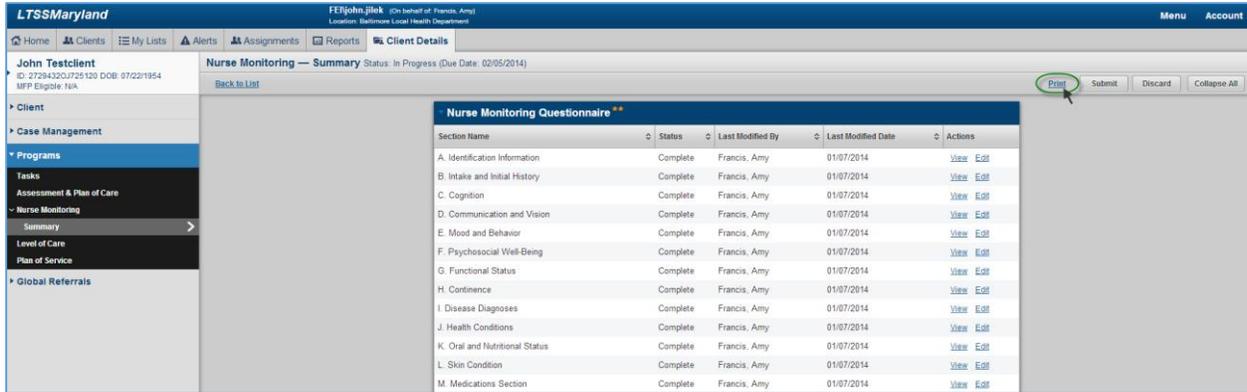
 **HELPFUL TIP:** You can check what mode you in from the top-right indicators. If *Edit* is highlighted in blue, you are in edit mode. If *View* is highlighted in blue, you are in view mode. You can switch between each by selecting.



3.6 Print Nurse Monitoring Questionnaire

The user is able to view and print the Nurse Monitoring Questionnaire in PDF format.

1. Log in as the permitted user
2. Search for client under *Clients* tab
3. Click **Client Summary** for client
4. Expand **Programs** left navigation menu
5. Click **Nurse Monitoring** menu option
6. Select an existing Nurse Monitoring visit, click **Summary**

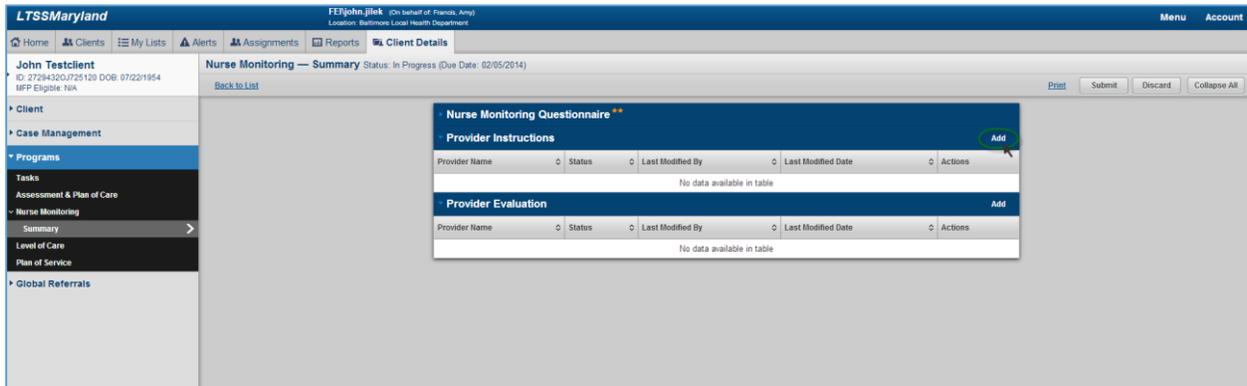


7. Click **Print**

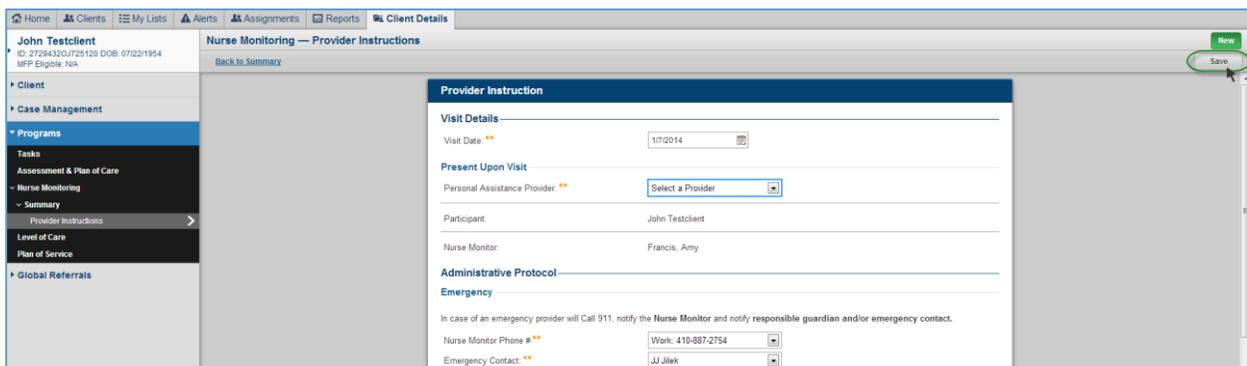
3.7 Add Provider Instructions

Provider Instructions can be added within the Nurse Monitoring Summary.

1. Log in as the permitted user
2. Search for client under *Clients* tab
3. Click **Client Summary** for client
4. Expand **Programs** left navigation menu
5. Click **Nurse Monitoring** menu option
6. Select an existing Nurse Monitoring visit, click **Summary**



7. Under Provider Instruction, click **Add**



8. Complete form, click **Save**

HELPFUL TIP: When selecting a Personal Assistance Provider, a user has two options:

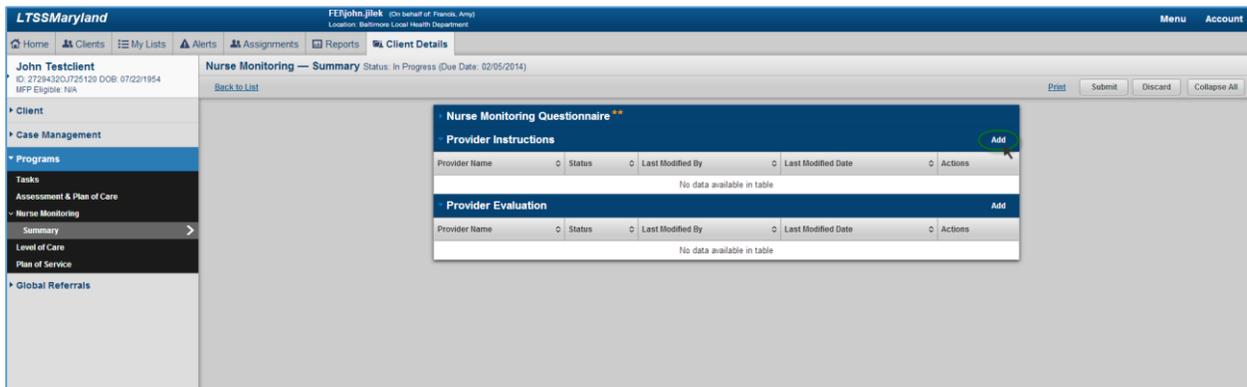
- Select existing Personal Assistance Provider from approved plan of service

- Search for other providers not on the approved plan of service

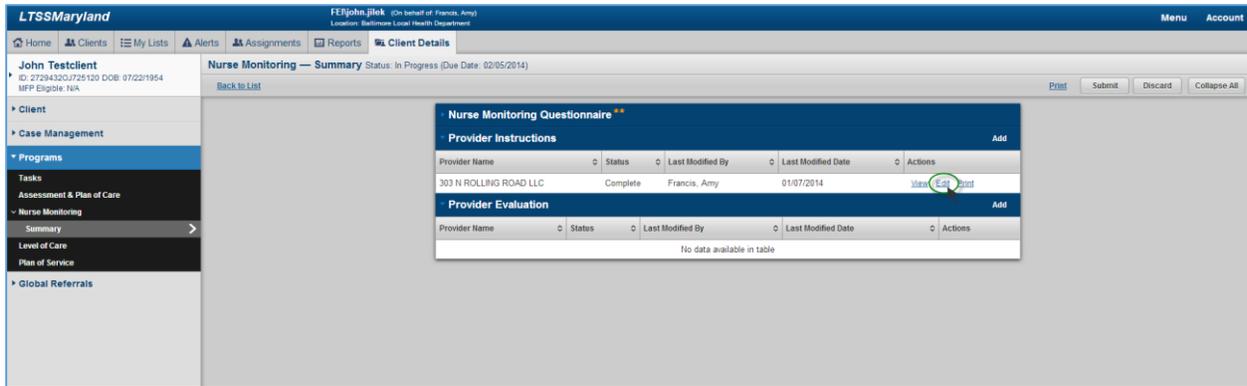
3.8 Edit Provider Instructions

Provider Instructions can be modified with a status “In Progress” or “Complete”.

1. Log in as the permitted user
2. Search for client under *Clients* tab
3. Click **Client Summary** for client
4. Expand **Programs** left navigation menu
5. Click **Nurse Monitoring** menu option
6. Select an existing Nurse Monitoring visit, click **Summary**



7. Select existing Provider Instruction, click **Edit**

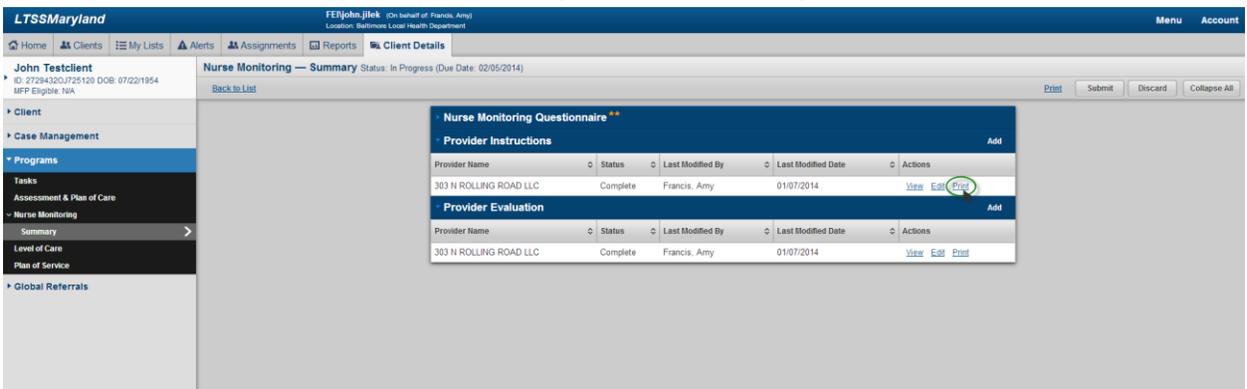


8. Complete form, click **Save**

3.9 Print Provider Instructions

The user is able to view and print the Provider Instructions in PDF format.

1. Log in as the permitted user
2. Search for client under *Clients* tab
3. Click **Client Summary** for client
4. Expand **Programs** left navigation menu
5. Click **Nurse Monitoring** menu option
6. Select an existing Nurse Monitoring visit, click **Summary**

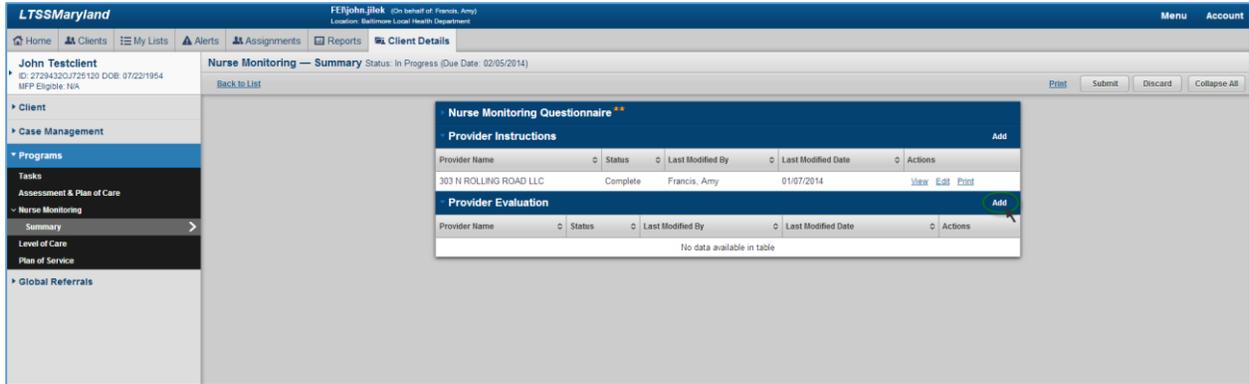


7. Under Provider Instruction, click **Print**

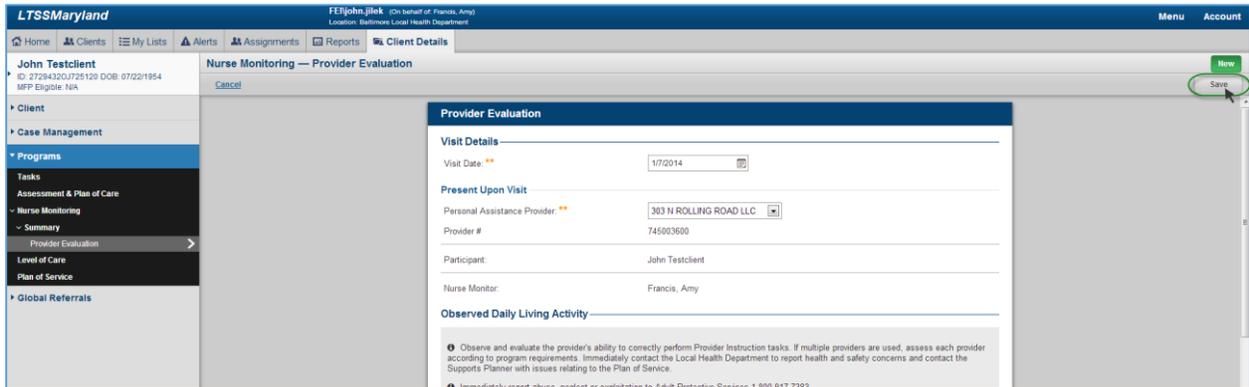
3.10 Add Provider Evaluations

Provider Evaluations can be added within the Nurse Monitoring Summary.

1. Log in as the permitted user
2. Search for client under *Clients* tab
3. Click **Client Summary** for client
4. Expand **Programs** left navigation menu
5. Click **Nurse Monitoring** menu option
6. Select an existing Nurse Monitoring visit, click **Summary**



7. Under Provider Evaluation, click **Add**



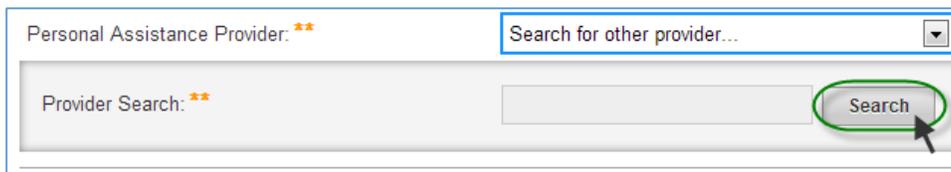
8. Complete form, click **Save**

HELPFUL TIP: When selecting a Personal Assistance Provider, a user has two options:

- Select existing Personal Assistance Provider from approve plan of service



- Search for other providers not on the approved plan of service

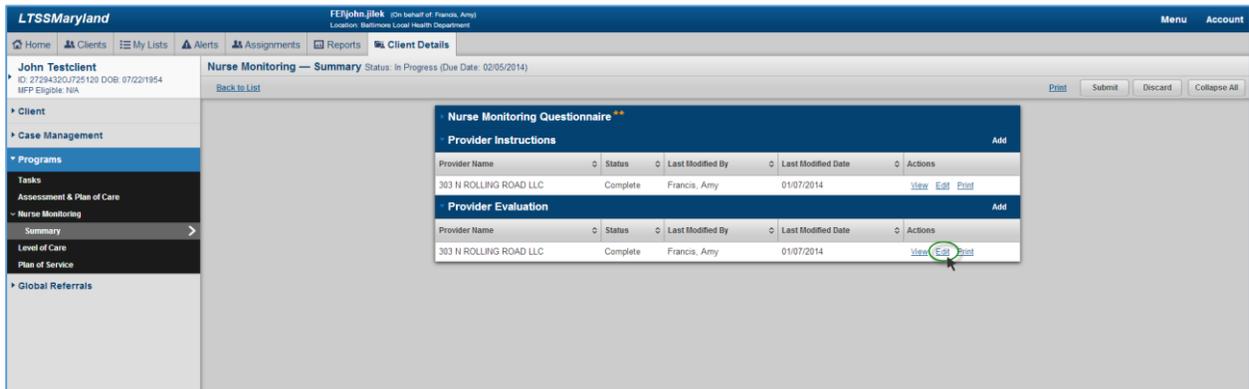


3.11 Edit Provider Evaluation

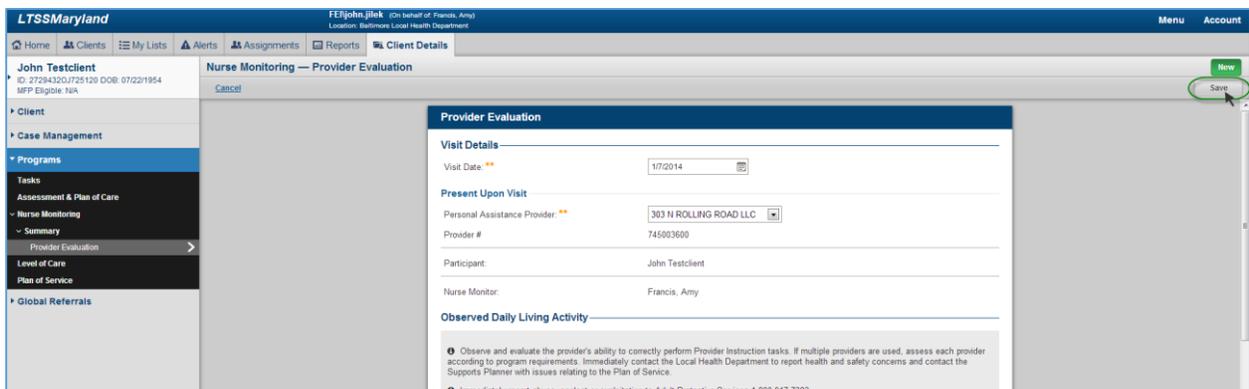
Provider Evaluation can be modified with a status “In Progress” or “Complete”.

1. Log in as the permitted user
2. Search for client under *Clients* tab
3. Click **Client Summary** for client
4. Expand **Programs** left navigation menu

5. Click **Nurse Monitoring** menu option
6. Select an existing Nurse Monitoring visit, click **Summary**



7. Select existing Provider Evaluation, click **Edit**

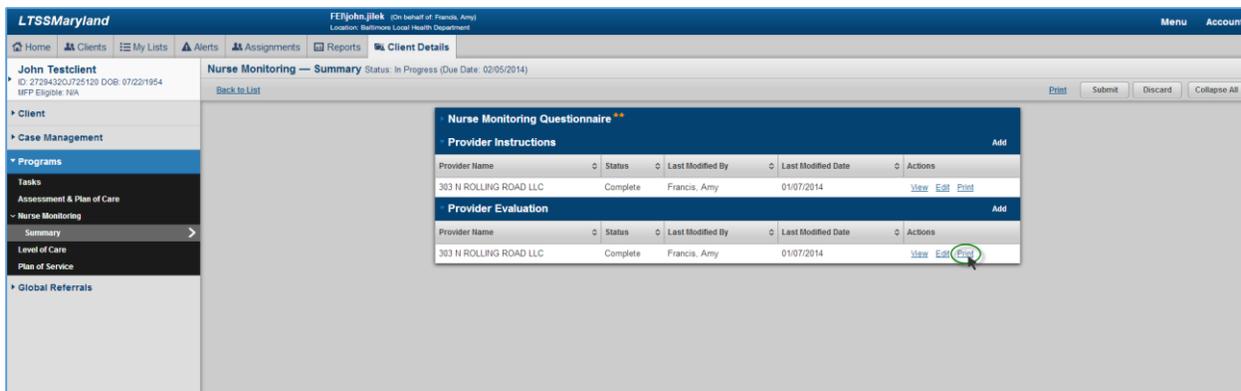


8. Complete form, click **Save**

3.12 Print Provider Evaluations

The user is able to view and print the Provider Evaluations in PDF format.

1. Log in as the permitted user
2. Search for client under *Clients* tab
3. Click **Client Summary** for client
4. Expand **Programs** left navigation menu
5. Click **Nurse Monitoring** menu option
6. Select an existing Nurse Monitoring visit, click **Summary**

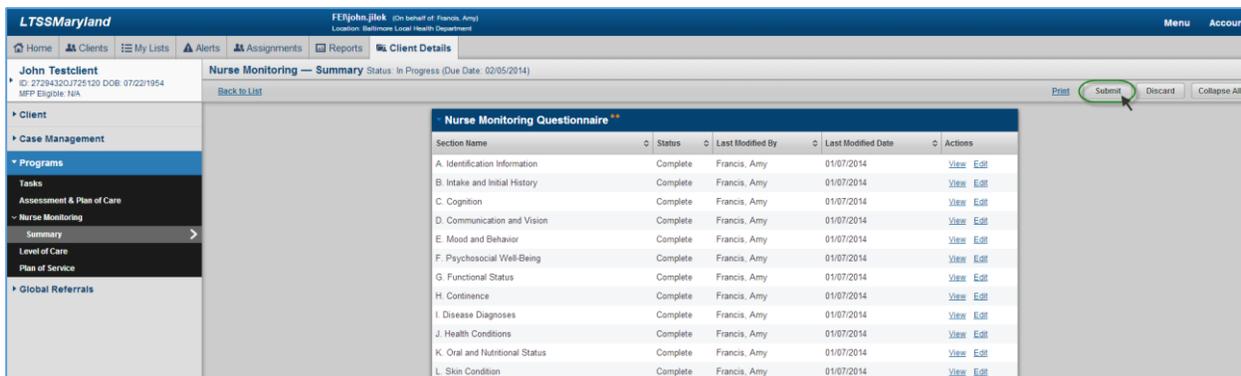


7. Under Provider Evaluation, click **Print**

3.13 Submit Nurse Monitoring Visit

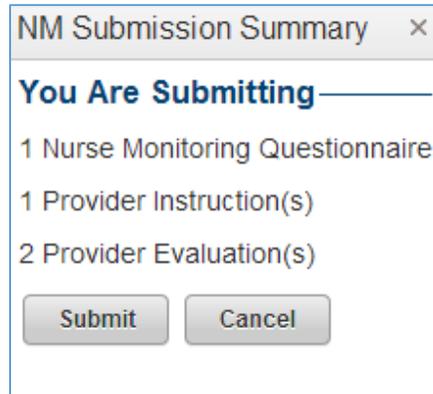
Once each section of the Nurse Monitoring Questionnaire has been a status “Complete”, the user will be permitted to *Submit*. If any status is “Incomplete” or “In Progress”, the user must *Start*, *Edit*, or *Check Errors* to complete the section. User is permitted to *Edit* and *View* sections that are “Complete”. By submitting the Nurse Monitoring visit, it will also mark the Provider Instruction and Provider Evaluation forms as “Submitted”.

1. Log in as the permitted user
2. Search for client under *Clients* tab
3. Click **Client Summary** for client
4. Expand **Programs** left navigation menu
5. Click **Nurse Monitoring** menu option
6. Select an existing Nurse Monitoring visit, click **Summary**



7. Click **Submit**

NOTE: Upon submission, the NM Submission Summary screen is displayed. This screen present an overview of the entire visit and a quantity of each form complete.



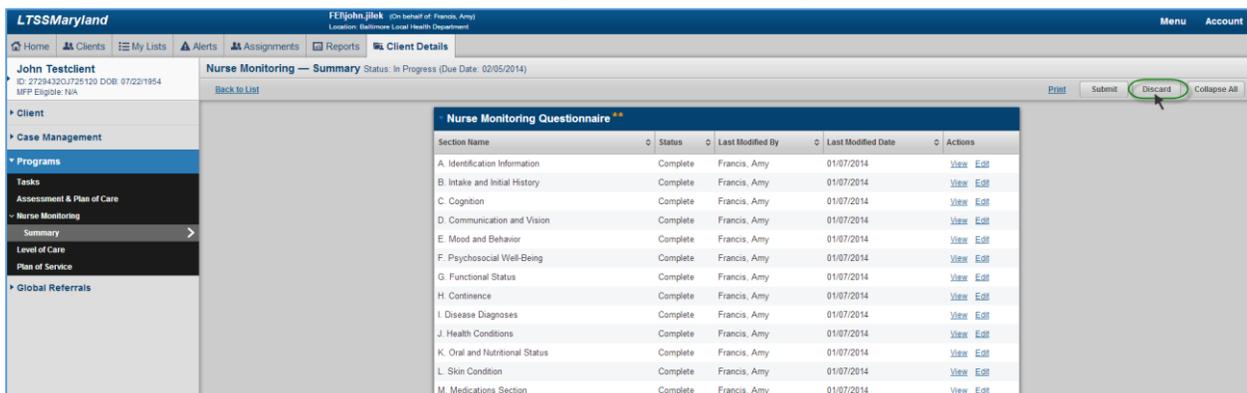
8. Click **Submit**

NOTE: The next due date is calculated based on the Reference Date (Section A #9) + Frequency (Days). The client will now display in the Show me list in accordance to the new due date (refer to “View Nurse Monitoring My List”)

3.14 Discard Nurse Monitoring Visit

The user is permitted to discard the entire visit that is “In Progress”. This includes the Nurse Monitoring Questionnaire, Provider Instructions, and Provider Evaluations. After discarding, a new Nurse Monitoring visit will be generated in the Nurse Monitoring List view with a “Pending” status. Any discarded visits can be viewed in *Discarded History*.

1. Log in as the permitted user
2. Search for client under *Clients* tab
3. Click **Client Summary** for client
4. Expand **Programs** left navigation menu
5. Click **Nurse Monitoring** menu option
6. Select an existing Nurse Monitoring visit, click **Summary**



7. Click **Discard**
 - a. User will be required to provider a reason for discarding

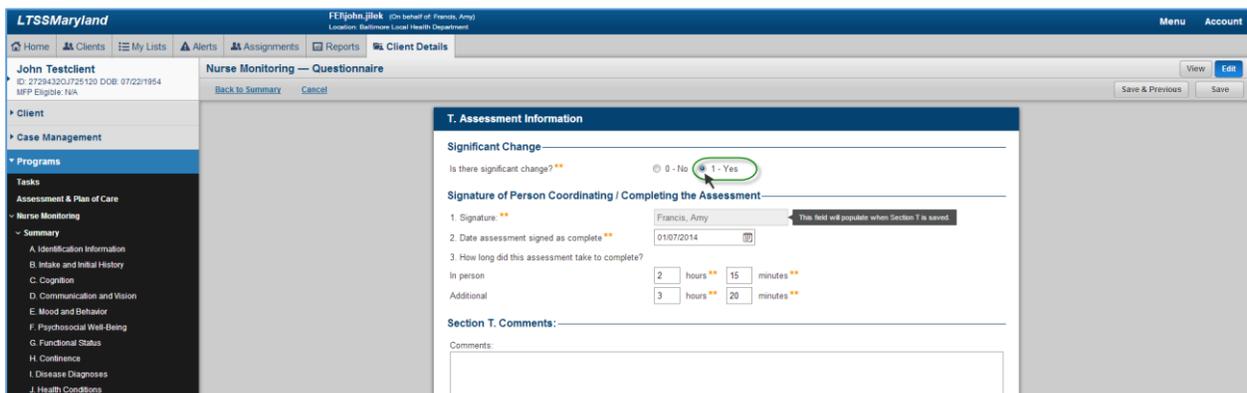
3.15 Nurse Monitoring Promotion to interRAI HC MD Assessment

If the user determines there is a significant change, upon submission of the Nurse Monitoring visit, the system will promote the Nurse Monitoring Questionnaire to a full interRAI HC MD Assessment.

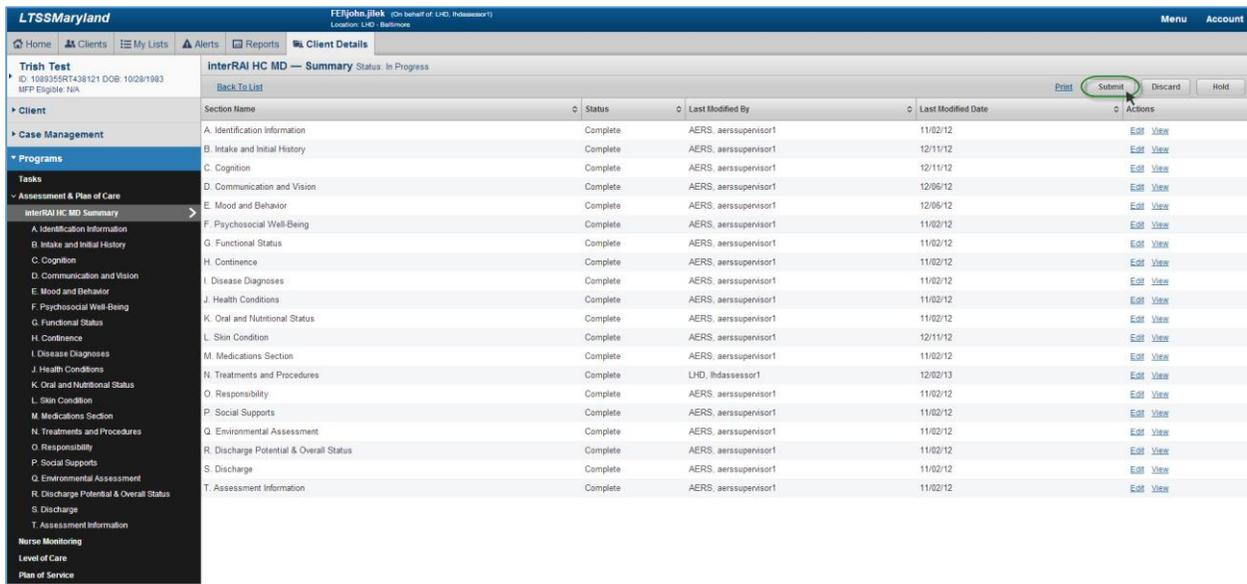
3.15.1 Nurse Monitoring promotion as Nurse Monitor only

As a nurse monitor, if a significant change is determined, the system will send an alert to the assigned assessor.

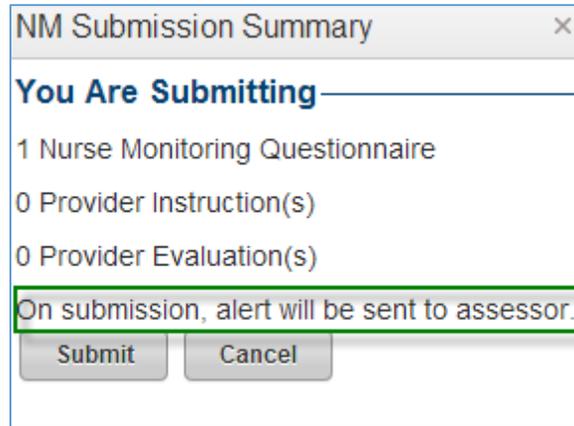
1. Log in as the permitted user
2. Search for client under *Clients* tab
3. Click **Client Summary** for client
4. Expand **Programs** left navigation menu
5. Click **Nurse Monitoring** menu option
6. Select an existing Nurse Monitoring visit, click **Summary**
7. Navigate into **Edit** mode for section **T. Assessment Information**



8. Select "Yes" for Significant Change question, click **Save**
9. Navigate **Back to Summary**



10. Click **Submit**

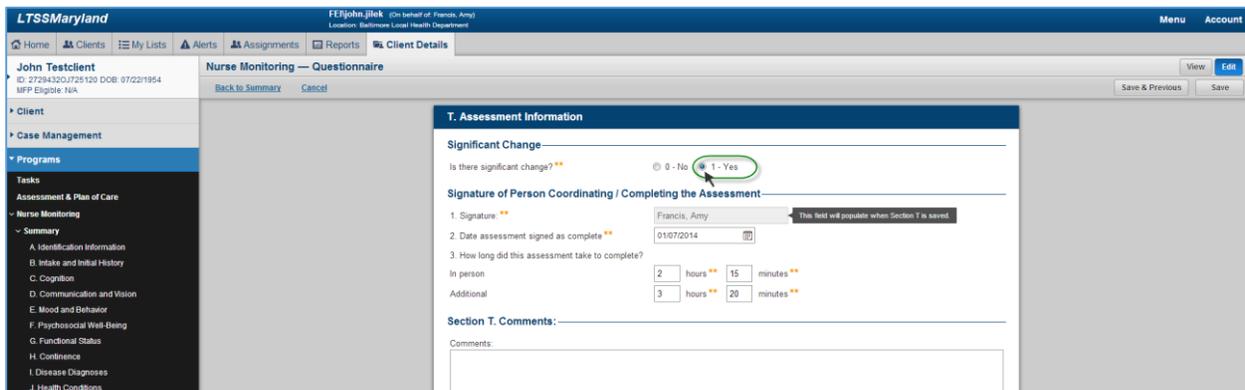


NOTE: Upon submission, the NM Submission Summary screen is displayed and indicates “On submission, alert will be sent to assessor.” The interRAI will be prepopulated with some of the fields from the Nurse Monitoring Questionnaire.

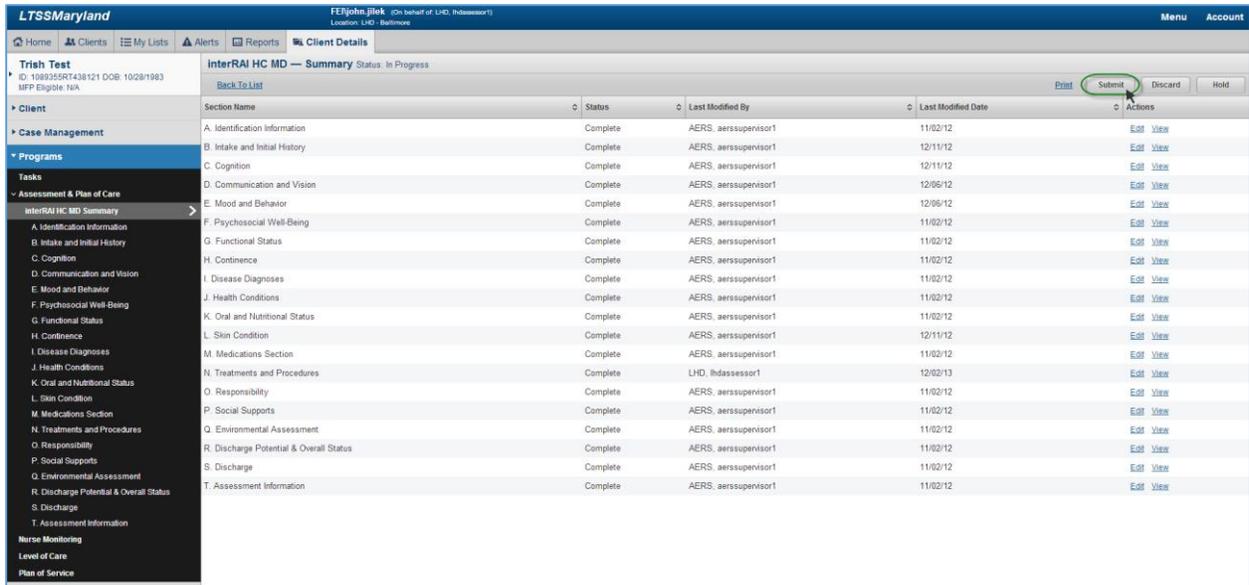
3.15.2 Nurse Monitoring promotion as Nurse Monitoring with Assessor permissions

As a nurse monitor with assessor permissions, if a significant change is determined, the system will navigate user into edit mode for interRAI HC MD assessment.

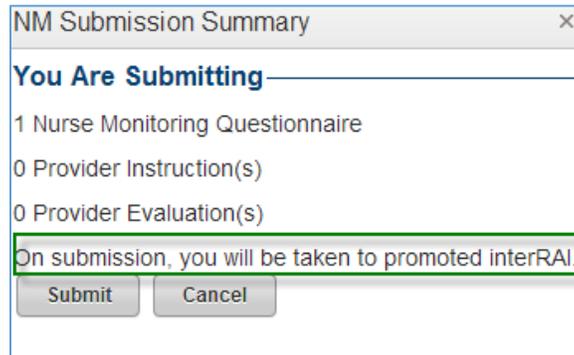
1. Log in as the permitted user
2. Search for client under *Clients* tab
3. Click **Client Summary** for client
4. Expand **Programs** left navigation menu
5. Click **Nurse Monitoring** menu option
6. Select an existing Nurse Monitoring visit, click **Summary**
7. Navigate into **Edit** mode for section T. Assessment Information



8. Select “Yes” for Significant Change question, click **Save**
9. Navigate **Back to Summary**



10. Click **Submit**



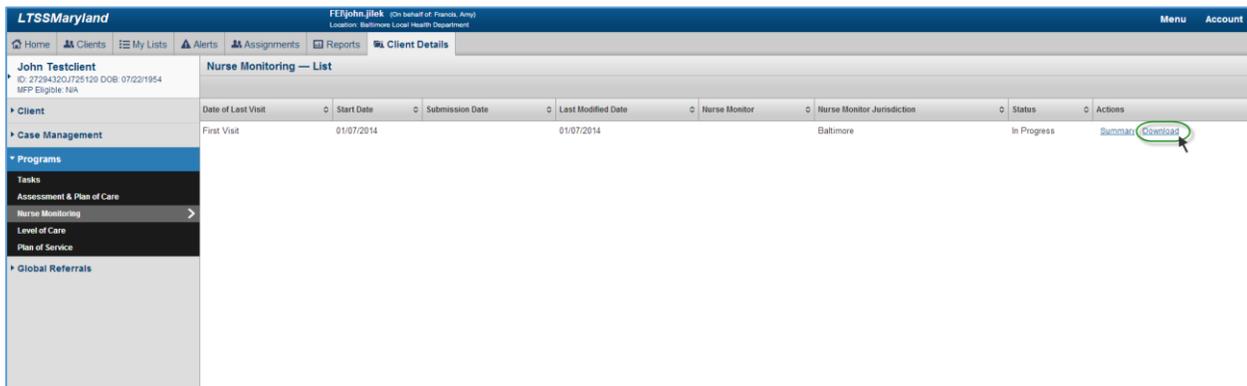
NOTE: Upon submission, the NM Submission Summary screen is displayed and indicates “On submission, you will be taken to promoted interRAI.” The interRAI will be prepopulated with some of the fields from the Nurse Monitoring Questionnaire.

4 Nurse Monitoring Visit – Offline

4.1 Download Nurse Monitoring Visit

The user is permitted to take an existing “In Progress” Nurse Monitoring visit offline. After downloading, the user will have access to the Nurse Monitoring Questionnaire, Provider Instructions, and Provider Evaluations in offline mode. This offline functionality allows the user to disconnect themselves from internet connectivity and complete the visit.

1. Log in as the permitted user
2. Search for client under *Clients* tab
3. Click **Client Summary** for client
4. Expand **Programs** left navigation menu
5. Click **Nurse Monitoring** menu option



6. Select an existing Nurse Monitoring visit, click **Download**
 - a. Nurse Monitoring visit will download to local device (laptop/tablet)



- b. User is redirected to Offline Nurse Monitoring – List page

First Name	Last Name	Nurse Monitoring Reference Date	Last Modified Date	Due Date	Nurse Monitoring Status	Actions
John	Testclient	08/19/2013	01/07/2014	02/05/2014	In Progress	Summary

NOTE: If your client is not displayed in the Offline Nurse Monitoring – List page, verify the visit status is “Offline” from the Nurse Monitoring – List page.

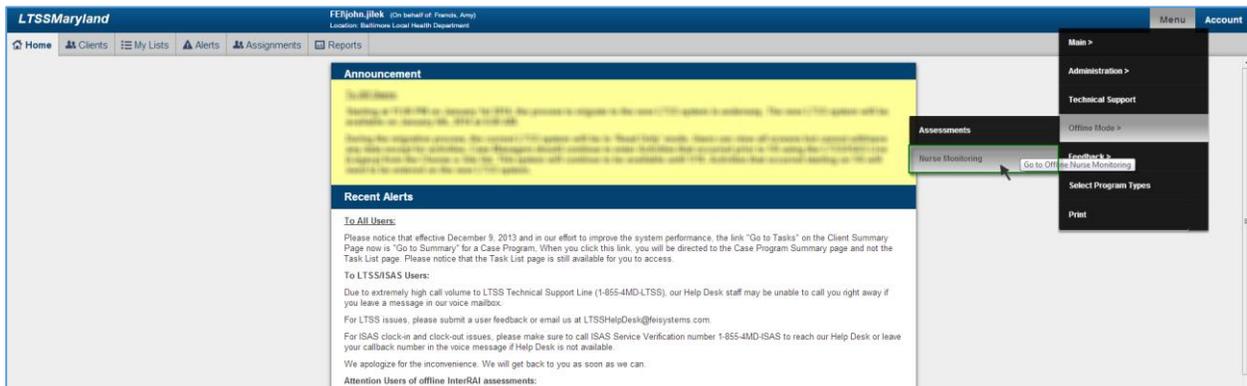
4.2 Navigate to Offline Mode

The user is permitted to navigate to Offline Nurse Monitoring any time through the top Menu options.

NOTE: Only clients with Nurse Monitoring Status = “Offline” will display in Offline Nurse Monitoring – List.

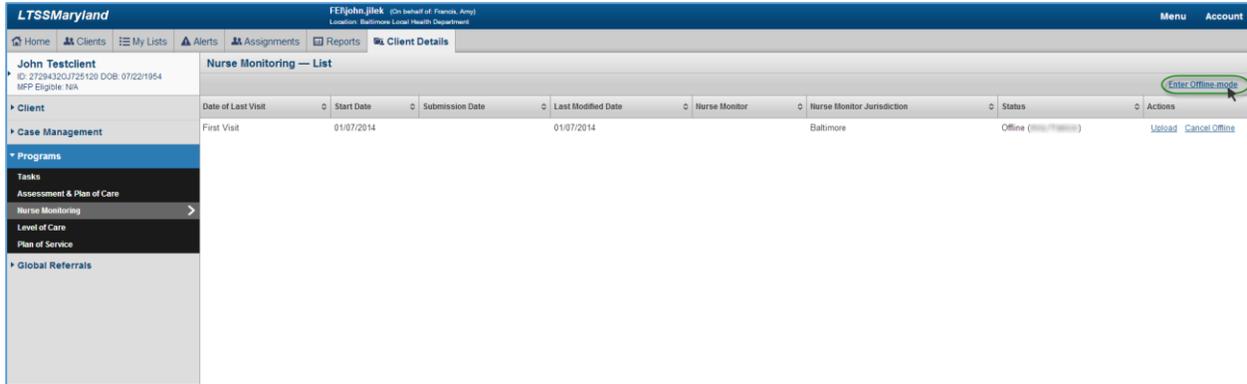
4.2.1 Via LTSS Menu

1. Log in as the permitted user
2. Click Menu
3. Click Offline Mode >
4. Click Nurse Monitoring



4.2.2 Via Nurse Monitoring – List

1. Log in as the permitted user
2. Search for client under *Clients* tab
3. Click **Client Summary** for client
4. Expand **Programs** left navigation menu
5. Click **Nurse Monitoring** menu option

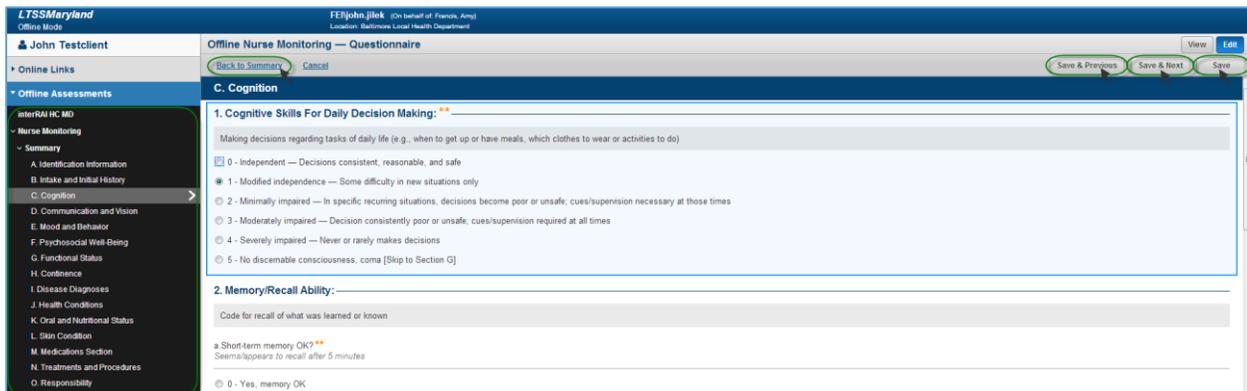


6. Click **Enter Offline-mode**

4.3 Modify Offline Nurse Monitoring Questionnaire

User is permitted to *Start, Edit, View, Check Errors* and *Save* the Nurse Monitoring Questionnaire just as they would in online mode (refer to “Nurse Monitoring Visit”).

1. Log in as the permitted user
2. Click Menu > Offline Mode > Nurse Monitoring
3. Click **Summary**
4. Click **Start , Edit, or Check Errors**



5. Click **Save**

NOTE: The same save process exist offline as they do in online mode (refer to “Save Nurse Monitoring Questionnaire”).

4.4 Add/Edit Offline Provider Instruction

1. Log in as the permitted user
2. Click Menu > Offline Mode > Nurse Monitoring
3. Click **Summary**
4. Under Provider Instruction, click **Add, Edit, or Check Errors**
5. Click **Save**

4.5 Add/Edit Offline Provider Evaluation

1. Log in as the permitted user
2. Click Menu > Offline Mode > Nurse Monitoring
3. Click **Summary**
4. Under Provider Evaluation, click **Add, Edit, or Check Errors**
5. Click **Save**

HELPFUL TIP: When selecting a Personal Assistance Provider, a user has two options:

- Select existing Personal Assistance Provider from approve plan of service

Personal Assistance Provider: **

Provider #

303 N ROLLING ROAD LLC

Select a Provider

303 N ROLLING ROAD LLC

1812 LANDRAKE ROAD LLC

- Enter other providers manually

Personal Assistance Provider: **

Provider #

Enter other provider...

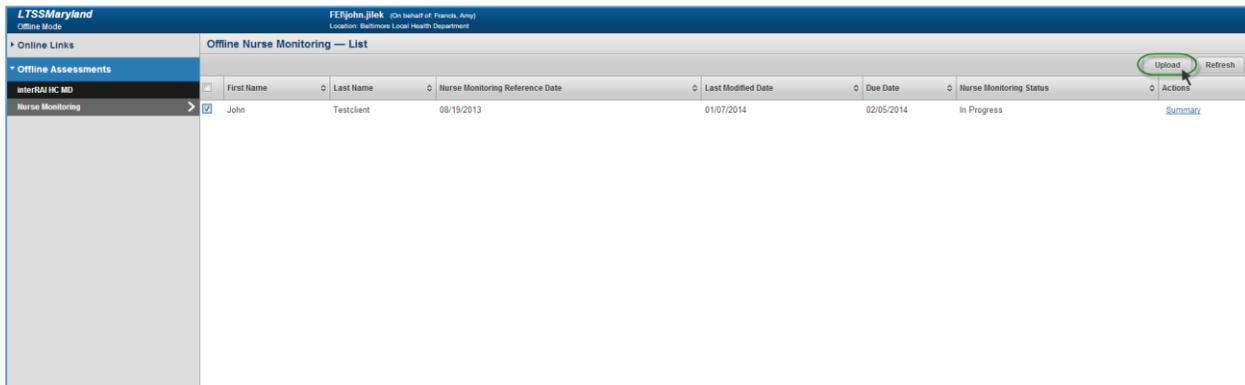
4.6 Upload Nurse Monitoring Visit

After completing the nurse monitoring visit offline, the user must upload the visit in order to submit.

NOTE: User must have internet connectivity to perform upload. Nurse Monitoring Status = "Offline"

4.6.1 Via Offline Nurse Monitoring – List

6. Log in as the permitted user
7. Click Menu > Offline Mode > Nurse Monitoring

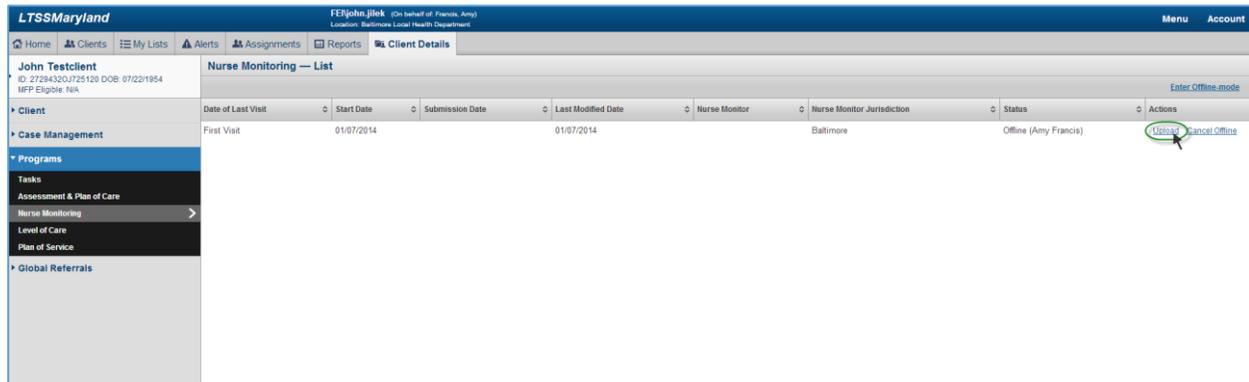


8. Select/Check one or many client(s) to upload, click **Upload**

HELPFUL TIP: User can upload multiple visits at once by selecting/checking multiple

4.6.2 Via Nurse Monitoring – List page

1. Log in as the permitted user
2. Search for client under *Clients* tab
3. Click **Client Summary** for client
4. Expand **Programs** left navigation menu
5. Click **Nurse Monitoring** menu option



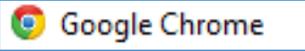
6. Click **Upload**

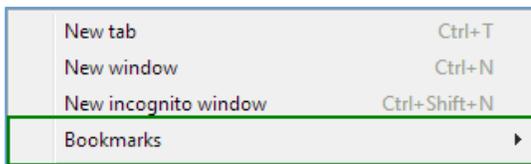
4.7 Creating Bookmarks and Favorites for Offline-URL

4.7.1 Creating and Using Bookmarks (Google Chrome)

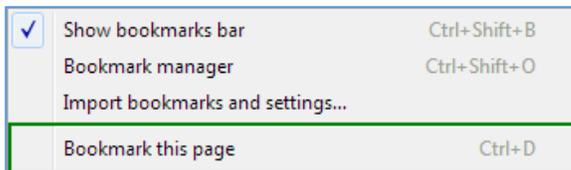
HELPFUL TIP: Prior to going out of connectivity or “Offline”, it is important to save the Offline Assessment location by bookmarking the URL. This *Bookmark* will allow you to access the Offline Assessment list without connectivity. Bookmarks are used in the Google Chrome web browser.

4.7.1.1 Adding Bookmark via menu dropdown (Example 1)

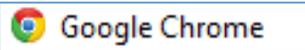
1. Launch Google Chrome web browser 
2. Navigate to the Offline Assessment view (Refer to “Navigate to Offline Mode”)
3. Click the control dropdown in the top right corner 
4. Click **Bookmarks**



5. Click **Bookmark this page**

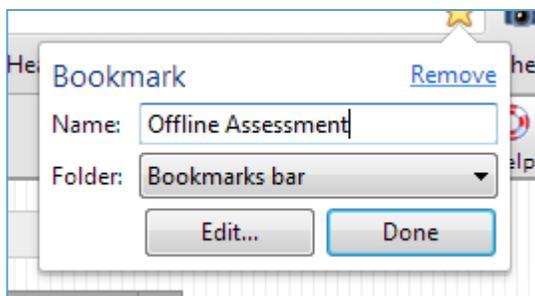


4.7.1.2 Adding Bookmark via “Star” icon (Example 2)

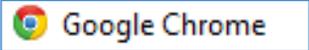
1. Launch Google Chrome web browser 
2. Navigate to the Offline Assessment view (Refer to “Navigate to Offline Mode”)
3. Click the star icon  located on the Address Bar

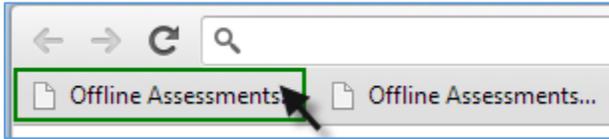


4. Name the Bookmark and click **Done**



4.7.1.3 *Launching a Bookmark*

1. Launch Google Chrome web browser 
2. Locate the Bookmark (previously created) on the top of the browser window

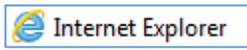


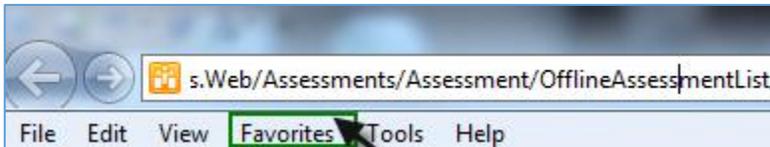
3. Click the Bookmark

4.7.2 *Creating and Using Favorites (Internet Explorer)*

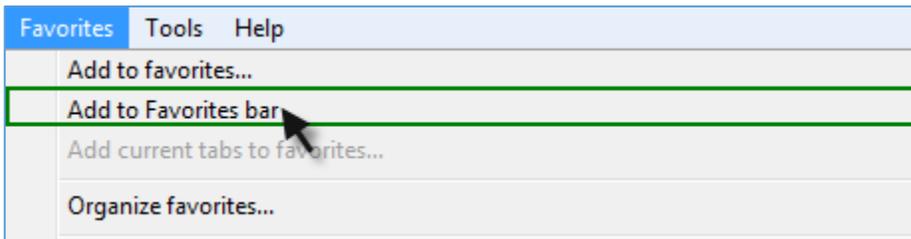
 **HELPFUL TIP:** Prior to going out of connectivity or “Offline”, it is important to save the Offline Assessment URL Favorites Bar. The *Favorites Bar* will allow you to access the Offline Assessment list without connectivity. Favorites are used in the Internet Explorer web browser.

4.7.2.1 *Adding Favorites Bar via menu dropdown (Example 1)*

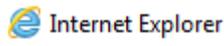
1. Launch Internet Explorer web browser 
2. Navigate to the Offline Assessment view (Refer to “Navigate to Offline Mode”)
3. Click the **Favorites** menu option



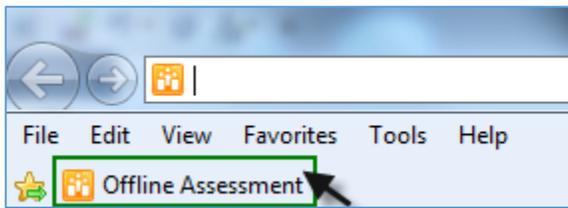
4. Click **Add to Favorites bar**



4.7.2.2 *Launching a URL from Favorites Bar*

1. Launch Internet Explorer web browser 

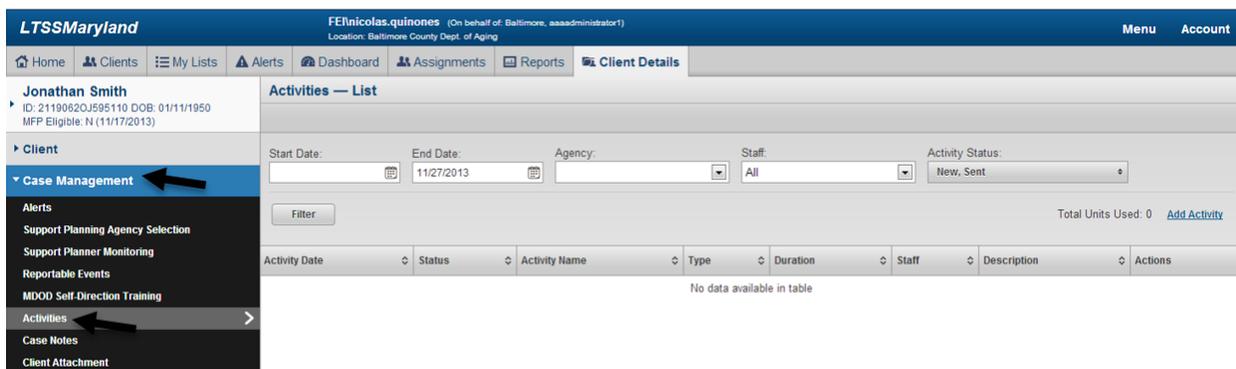
2. Locate the Favorites Bar at the top of the browser window



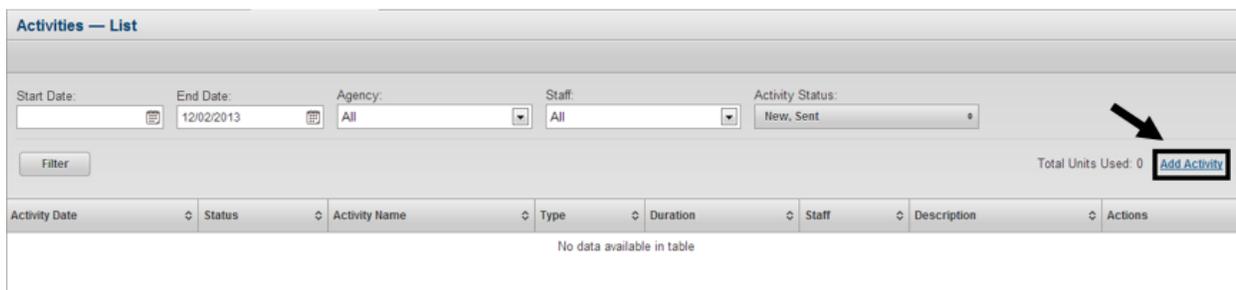
3. Click the Favorite

5 Nurse Monitoring Activities

Navigate to the Activity List page by selecting Case Management in the left hand navigation and then clicking Activities under the submenu as seen in the figure below. The Activity List page will be produced where authorized users can view activity information for the participant. Local Health Department users will be able to filter for activities by specifying a Start Date and End Date to look for specific dates of activity. The user can also filter by a specific staff member that has entered activities for the participant or by specific Activity Statuses, which will be discussed further in a later tutorial in this manual. By default LTSS will show users all activities in a Status of New or Sent for which they have permissions to view.



From the Activities List page, authorized LHD users will have the ability to add new Nurse Monitoring activities for the client by clicking the Add Activity link as seen in the figure below.



After clicking Add Activity, the user will be able to specify the details for the Nurse Monitoring activity they wish to add to the client. Any authorized LHD user will be able to access this page, but users will only be able to add activities for a date of activity during which the client was enrolled in a waiver/program or actively appealing disenrollment. After entering all of the required information, the user can save the activity by clicking the Save button as seen in the figure below. If the user wishes to save the activity and add another activity, click the Save & New button as seen in the figure below. If the user wishes to cancel adding an activity, click the Cancel button as seen below.

Activities — Activity Record New

[Back to List](#)

Activity

Activity Information

Activity Date: *

Staff: *

Activity: *

This duration should reflect the total time spent on this activity for the selected date.
Please do not round.

Duration: * hrs. min.

Description: *

Activity Lifespan

Activity Date	Last Modified Date	Status	Activity	Duration	Staff	Description	Actions
No change history exist for this activity							

When saving an activity, the user will be taken to the view page for that activity, where they will have the ability to edit or delete the activity as long as it is in a status of new. To edit an existing activity, click the Edit link as seen in the figure below. To delete an activity, click the Delete link as seen in the figure below.

Activities — Activity Record

[Back to List](#)

Activity

Activity Record

Status: New Creation Date: 12/2/2013

Activity Details

Activity Date:

Staff:

Activity:

This duration should reflect the total time spent on this activity for the selected date.
Please do not round.

Duration:

Description:

Activity Lifespan

Activity Date	Last Modified Date	Status	Activity	Duration	Staff	Description	Actions
11/07/2013	12/2/2013	New	Completed Documentation	1 hrs. 0 min.	lhdnursemonitor2 LHD	test	Edit Delete

Success: Record has been created.

For activities in a status of sent, rejected or paid, authorized users will have the ability to adjust an activity by clicking the Adjust link as seen in the figure below. Nurse Monitors will not be able to adjust their own activities, as this functionality is reserved for administrators, supervisors and billing staff.

Activities — List

Start Date: End Date: Agency: Staff: Activity Status:

 Total Units Used: 4 [Add Activity](#)

Activity Date	Status	Activity Name	Type	Duration	Staff	Description	Actions
11/13/2013	Rejected	Review Medical Records		30 min.	lhdcontractedtest1 lhd	Another test	View Adjust Discard
11/07/2013	New	Completed Documentation		1 hrs. 0 min.	lhdnursemonitor2 LHD	test	View Edit Delete

In order to add an adjustment for an activity, the user will be required to modify at least one of the fields related to the activity. Until a change has been made the Add Adjustment button will be

deactivated. Once a change has been made, the user can save their adjustment by clicking the Add Adjustment button as seen in the figure below.

Activities — Activity Adjustment
Adjustment

[Back to List](#)

Adjustment Information

i Adjusting this activity will create a new version of the activity.

Activity Record

Status: Rejected	Creation Date: 12/2/2013
------------------	--------------------------

Activity Information

Activity Date: *

Staff: *

Activity: *

This duration should reflect the total time spent on this activity for the selected date.
Please do not round.

Duration: * hrs. min.

Description: *

Another test

↓ Add Adjustment
✕ Cancel

Activity Lifespan							
Activity Date	Last Modified Date	Status	Activity	Duration	Staff	Description	Actions
11/13/2013	12/2/2013	Rejected	Review Medical Records	30 min.	lhdcontractedtest1 lhd	Another test	Editing...

When the user has added the adjustment, they will be taken to the view page and the user will see a new record within the Activity Lifespan table. The new adjusted record will be stored at the top of the table and the user can continue to work with this record until it is once again sent to MMIS through the claims process. The user can make additional edits to their adjustment by clicking the Edit link as seen below. The user can also choose to unadjust the activity by clicking the Un-adjust link as seen in the figure below.

Activities — Activity Record

[Back to List](#)

Activity

Activity Record

Status: Adjusted Creation Date: 12/2/2013

Activity Details

Activity Date: 11/13/2013

Staff: lhdcontractedtest1 lhd

Activity: Review Medical Records

This duration should reflect the total time spent on this activity for the selected date. Please do not round.

Duration: 45 min.

Description: Another test

Activity Lifespan

Activity Date	Last Modified Date	Status	Activity	Duration	Staff	Description	Actions
11/13/2013	12/2/2013	Adjusted	Review Medical Records	45 min.	lhdcontractedtest1 lhd	Another test	Edit Un-adjust
11/13/2013	12/2/2013	Rejected	Review Medical Records	30 min.	lhdcontractedtest1 lhd	Another test	

When choosing to unadjust an activity, the user will be prompted to confirm their decision. The unadjustment process acts as a delete of the adjusted record, meaning the activity will revert back to its previous state. Only activities in a status of Adjusted can be unadjusted.

Once an activity is unadjusted all changes made will be deleted from LTSS. Would you like to continue?

Yes No

Authorized users will also have the ability to Discard an activity that is in status of sent, paid or rejected. To discard an activity click the Discard link as seen in the figure below. The user will then be prompted to enter comments and confirm their decision.

Activities — List

Start Date: End Date: Agency: Staff:

Activity Status:

Total Units Used: 4 [Add Activity](#)

Activity Date	Status	Activity Name	Type	Duration	Staff	Description	Actions
11/13/2013	Rejected	Review Medical Records		30 min.	lhdcontractedtest1 lhd	Another test	View Adjust Discard
11/07/2013	New	Completed Documentation		1 hrs. 0 min.	lhdnursemonitor2 LHD	test	View Edit Delete

Users can also view existing activities by clicking the View link as seen in the figure below.

Activities — List

Start Date: End Date: Agency: Staff:

Activity Status:

Total Units Used: 4 [Add Activity](#)

Activity Date	Status	Activity Name	Type	Duration	Staff	Description	Actions
11/13/2013	Rejected	Review Medical Records		30 min.	lhdcontractedtest1 lhd	Another test	View Adjust Discard
11/07/2013	New	Completed Documentation		1 hrs. 0 min.	lhdnursemonitor2 LHD	test	View Edit Delete